

PECFA Claim Submittal Checklist

In response to changes to the PECFA Program as a result of the 2001 Budget Bill, we are encouraging strict adherence to these checklist requirements to assist you in avoiding ineligible interest penalties.

Incomplete claims may delay processing, change the schedule of review or be returned per § COMM 47.12(2). Items listed below WHICH are not included or verified as part of a claim may result in an incomplete claim. Before submitting your PECFA claim, make sure all of the following items are included or verified:

EFFECTIVE DECEMBER 1, 2001:

CLAIMS NOT INCLUDING ITEMS 1 - 11 WILL BE RETURNED AS INCOMPLETE!
FOR PURPOSES OF THE 120 DAY INTEREST CUTOFF FOR FINALS, CLAIMS RECEIVED MUST BE COMPLETE
OR THE DEPARTMENT WILL NOT CONSIDER THE CLAIMS AS BEING SUBMITTED.

1. _____ Has a PECFA award payment milestone been achieved per § COMM 47.355(2)(C)?
2. _____ Form 1, Remedial Action Fund Application (ERS-8067) **with claimant's signature.**
3. _____ Form 7, Assignment of PECFA Reimbursement (ERS-8523), including claimant's signature- **With verification from lender that assignment information is current.**
4. _____ **Current** Substitute Form W-9 Request for Taxpayer Identification Number (TIN) verification- **With claimant's signature.**
5. _____ Copies of **all** Site Investigation/Remedial Action Plans, Remedial Action or Operation/Maintenance/Monitoring Reports pertinent to the claim being submitted.
6. _____ Form 2B, Bid Comparison form (ERS-9878), covering all bids. (You must include all bids).
7. _____ Proof of payment (**copies of cancelled checks or money orders only**) must be attached to the corresponding categorized contractor and/or subcontractor invoices.
8. _____ Copies of the consultant's, driller's and laboratory's Certificate(s) of Insurance per § COMM 47.40(3)(c). The effective dates of the certificate(s) must match the dates of work performed.
9. _____ Copy of the claimant's Loan Contract(s) and Loan Transaction History(s) for all Fees & Interest claimed.
10. _____ Copy of Commerce approval letter to submit site investigation claim, if claim being submitted is for investigation activities.
11. _____ Copy of the DNR or Commerce letter of site closure/no further action, (for site closure only).

Provide the following if Applicable:

12. _____ Copy of the Tank Closure Assessment Report and Closure Checklist. **(Include only with first claim submitted for the site.)**
13. _____ Copy(s) of the Underground Petroleum Product Tank Inventory form (ERS-7437) and/or copy(ies) of the Aboveground Petroleum Product Tank Inventory form (ERS-8731) for ALL tanks known to have been on this site. (Include only with first claim submitted for the site.)
14. _____ Form 2A, Consulting Firm Selection form (ERS-9877).
15. _____ Bid specifications for commodity purchase(s). The bid specification, at a minimum, will include standard industry per unit costs.
16. _____ IF an ineligible product(s) has been identified within an eligible product(s) contamination plume, **you MUST include the COMMERCE approved methodology for separation of costs.**

NOTE: IF REQUIRED ITEMS ARE NOT AVAILABLE AFTER A COMPLETE AND DILIGENT SEARCH, FULLY EXPLAIN THE SITUATION IN A COVER LETTER TO POSSIBLY AVOID HAVING THE CLAIM RETURNED AS INCOMPLETE.

Submitter,

Your signature indicates you have provided or verified all applicable information for this claim as indicated above. ***This form must be returned as part of the PECFA claim submittal package.***

X _____